

Attachment C: Financial Management Reporting Requirements

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October 2012

Financial Management Reporting Requirements

General

Financial Management Reports shall be submitted by the Contractor on the NASA 533 series reports, in accordance with the instructions on the reverse of the forms, NASA Procedural Requirements NPR 9501.2E entitled "NASA Contractor Financial Management Reporting, dated May 27, 2011, and additional instructions issued by the Contracting Officer.

a. Level of Detail

An individual 533 Report shall be provided for each Task Order and a cumulative 533 sheet summarizing all Task Orders issued. The reports shall contain a breakdown of each service area by the elements of cost listed below.

b. Distribution

The Contractor shall distribute 533 reports to each addressee indicated in the Basic Contract Clause G.10, "Financial Management Reporting." The Contractor shall submit an initial report in the NF 533Q format within 30 working days after contract award.

After the initial report, the NF 533M reports shall be distributed not later than the tenth (10th) working day following the close of the contractors' monthly accounting period. The 533Q reports shall be distributed not later than the 15th day of the month preceding the quarter being reported. The NF 533M need not be submitted in months in which an NF 533Q is submitted.

c. Reporting Requirements

Each report sheet shall provide costs data for reporting categories presented below:

1. Prime Direct Labor Hours:
(List applicable labor categories)

Total Prime Direct Labor Hours
2. Prime Direct Labor Dollars:
(List according to applicable labor categories)

Total Prime Direct Labor Dollars
3. Overhead Expenses
4. Other Direct Costs (ODCs):
 - a. Subcontracts (list separately)
 - b. Material

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c. Travel

d. Other (specify)

Total ODCs

5. Subtotal (Labor, Overhead & ODCs)

6. G&A Expense

7. Total Estimated Cost

8. Fixed Fee

9. Total Cost-Plus-Fixed-Fee (CPFF)